



February 28, 2005

The Indiana Housing Finance Authority (IHFA) has contracted with Criterium Van Marter Engineers (CVME), as the Third Party Inspection Agency, to conduct the required Physical Inspections, this year, at developments participating in the Rental housing Tax Credit (RHTC), HOME Investment Partnership (HOME), Community Development Block grant (CDBG), and Housing Trust Fund (TF).

CVME will be contacting owners & management companies of developments for the mandatory inspections this year.

Please assist the inspection agency on the dates & times of the inspection(s), which CVME sets forth. Please notify the tenants of the dates & times of the inspection(s). Additionally, a representative, of the owner/management company, is required to accompany the inspector during the inspection(s).

A minimum of 20% of the units and 100% of common areas will be inspected. Please ensure that all keys are available to access all areas accessible to tenants, management, and maintenance personnel.

Please call me at (317) 232-7777 if you have any concerns or questions regarding this inspection.

Sincerely,

Douglas A. Newport

Douglas A. Newport
Compliance Inspector